

Town Clerk's Report to Policy & Resources Committee 3rd September 2019

The Town Clerk reports every two months to the Committee with an edited version to the Area Board. Agenda items are highlighted and normally include an officer's recommendation. Other matters are provided as report items only.

1. **POLICY**

1.1 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) has reviewed electoral arrangements for Wiltshire Council (WC). Final recommendations to the Sec. of State were due to be published on 2nd July but a further limited consultation is now taking place with regards to the southern parts of the county. The final recommendations are now due to be published in October.

1.2 POLLING DISTRICT & POLLING PLACES REVIEW (AGENDA ITEM 7). Wiltshire Council is conducting a review and recently published; Briefing Note No. 19-019 - Polling District & Polling Place Review Consultation (copy circulated electronically). There is only one issue identified for electors of Trowbridge:

RECOMMENDATION: That voters in HL3 which is the part of the Broadmead estate which transferred from Wingfield to Trowbridge but is currently still in the Winsley and Westwood Division, but is expected to become part of the Trowbridge Lambrook Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.

1.3 COMMUNITY GOVERNANCE REVIEW (CGR) (AGENDA ITEM 8) The Town Council Strategy says;

Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban extension is being built-out or if other areas of development take place on the edges of the current town boundary, but recognises that this is unlikely to take effect before 2025.

Wiltshire Council wrote to town and parish councils on 12th July;

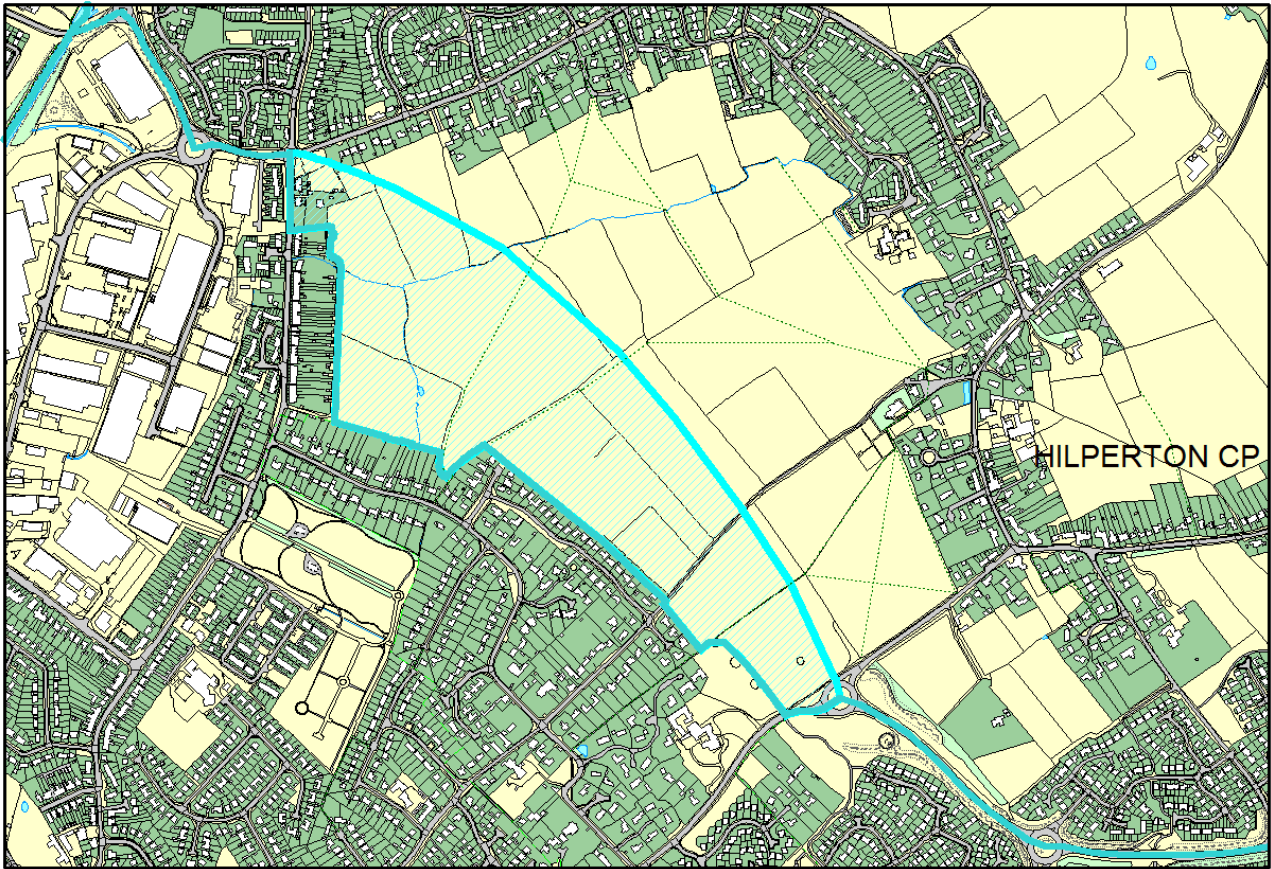
The Electoral Review Committee of Wiltshire Council has requested that all parishes within the council area be approached to see if there are any changes to their governance arrangements that they believe should be undertaken at some stage. This is known as a Community Governance Review. A copy of the government guidance can be provided to any councillors who request it. In the first instance the Electoral Review Committee is requesting that any parishes who wish to consider a review of their governance arrangements complete and return the attached form by October 2019. . . . This would include details of a council resolution from the affected area to indicate there is a serious desire for review. The Electoral Review Committee will analyse any requests it receives, and as soon as is practicable provide details of which areas it intends to review, at what time, and in what manner. Please be aware that as a result of delays to the Electoral Review of Wiltshire Council imposed by the Local Government Boundary Commission for England (LGBCE) (revised draft recommendations are being consulted upon . . .), it may not be possible to review all areas requested in time for the May 2021 local elections. Any areas which still wish to be reviewed that are not completed in time may be reviewed after the elections. Once the final recommendations of the LGBCE

are known, expected sometime in October 2019, the Electoral Review Committee will re-contact parishes to see if those recommendations have any impact on the desire or lack thereof for a review in that area, or the precise details of any review requested. Be advised that where a request is received which impacts upon another parish, the Electoral Review Committee will make that parish aware of the proposal in order to seek their view in advance of any formal Community Governance Review Process in order to expedite any consultation.

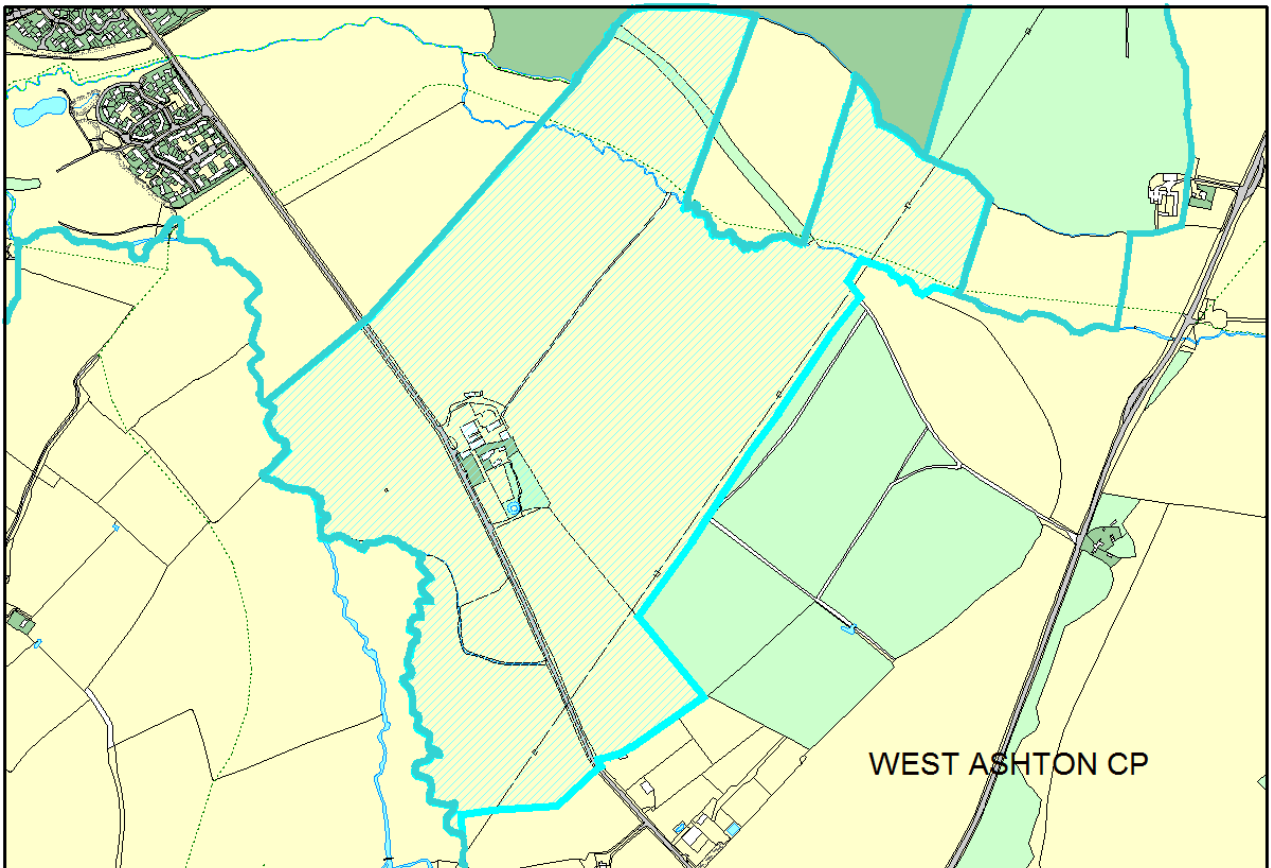
The Town Clerk has prepared a draft response using the form provided and accompanying maps showing the areas that the town council may wish to propose are considered for review.

RECOMMENDATION: That Trowbridge Town Council responds to the request from Wiltshire Council for proposals for areas to be considered for a Community Governance Review as follows:

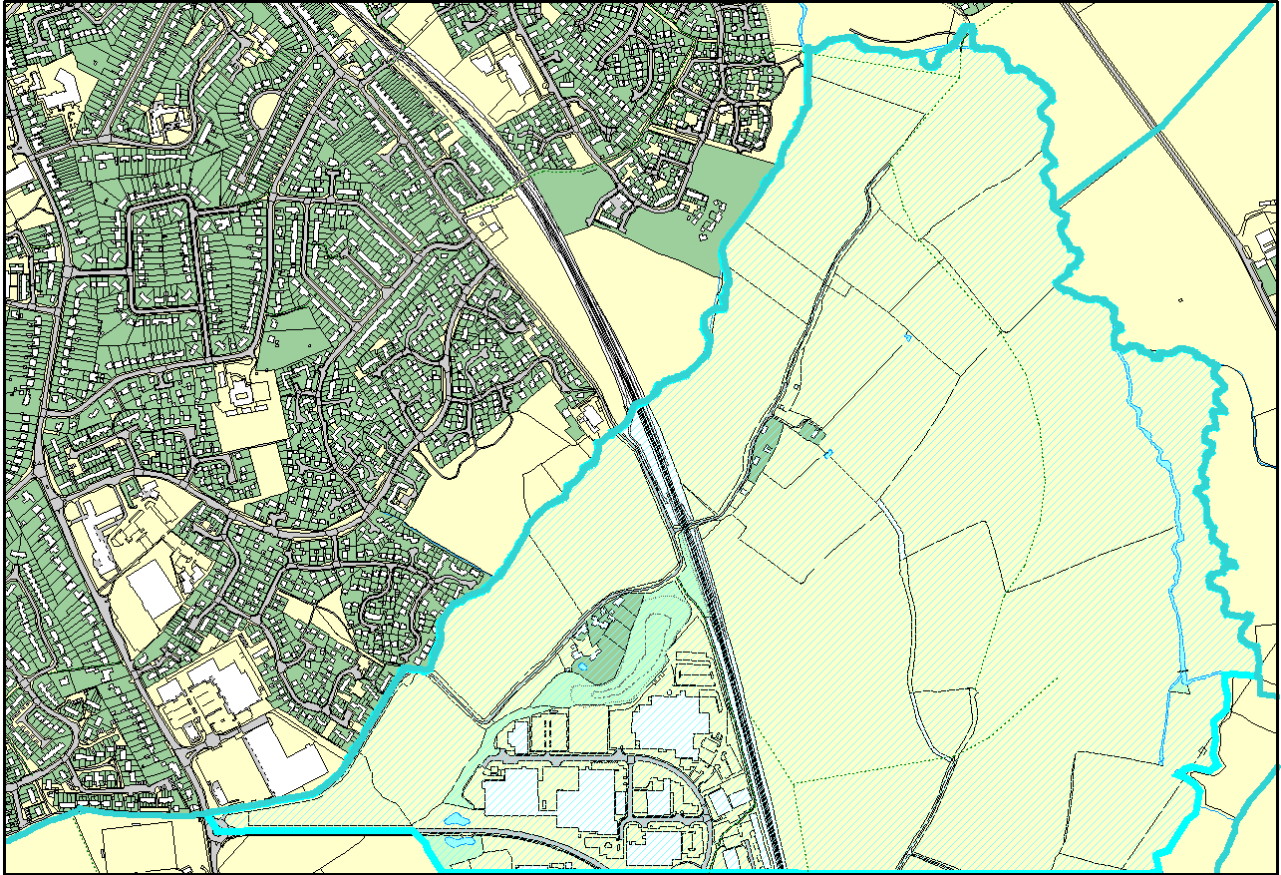
Area 1. Land south and west of Elizabeth Way from Hilpertown CP.



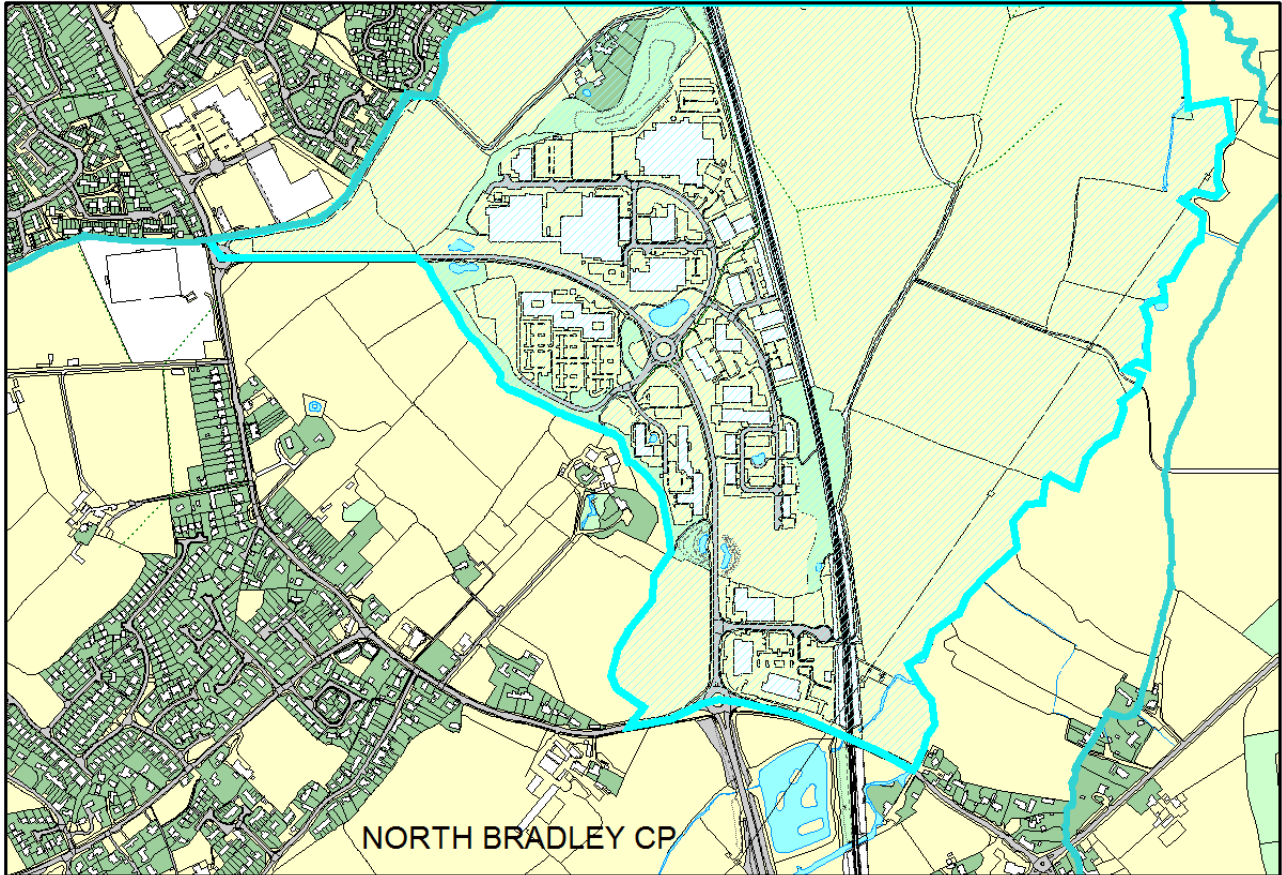
Area 2. Land in the Ashton Park Urban Extension from West Ashton CP.



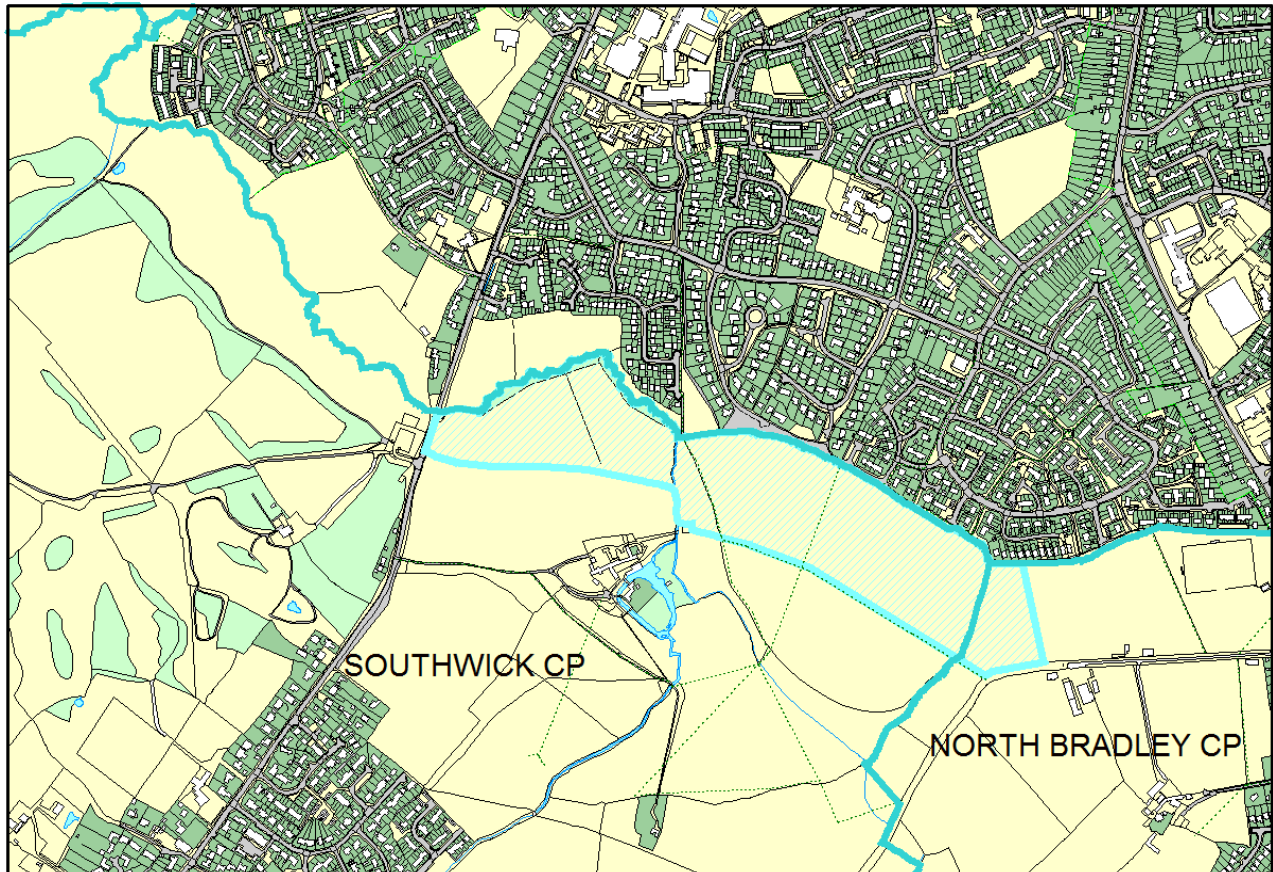
Area 3. Land in the Ashton Park Urban Extension, Elm Grove/Drynham Lane and White Horse Business Park from North Bradley CP. NORTH SHEET 1 of 2



SOUTH SHEET 2 of 2



Area 4. Land in the Southwick Court allocation from North Bradley CP & Area 5. Land in the Southwick Court allocation from Southwick CP.



Reason for requested change(s): All of these areas are allocated for development as part of the Core Strategy or the Wiltshire Housing Sites Allocation Plan, or are areas closely associated to these areas for development with clearly identifiable boundaries including natural barriers such as rivers and streams, roads and roads proposed as part of the development. They are all extensions to the town, the largest is described in the Core Strategy as 'An Urban Extension' and the others all contribute to the Trowbridge Town development requirements and not to the village development totals.

1.4 CARBON REDUCTION STRATEGY (AGENDA ITEM 9) (Copy sent electronically) A group called Trowbridge Environmental Community is holding a launch event at the Town Hall on Saturday 28th September. It may be appropriate to consider inviting them to address the committee in November.

RECOMMENDATION: That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of one recently approved by Bradford on Avon Town Council.

1.5 DATA PROTECTION COMPLIANCE REPORT (AGENDA ITEM 10) - to note receipt of the report which has been considered by the Risk & Audit Panel.

1.6 POLICIES (AGENDA ITEM 15) – to consider approval of the following:

- a) Appointment of volunteers
- b) Equal Opportunities Policy
- c) Flyposting Policy
- d) Advertising on Trowbridge Town Council property

2. RESOURCES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar.

2.1 FINANCIAL RESOURCES – 1st Quarter accounts (April-June 2019) are presented to each spending committee and collectively to Policy & Resources Committee.

2.2 MANAGEMENT ACCOUNTS – (AGENDA ITEM 16) (copy attached) -The 1st Quarter (April/May/June) accounts are presented to the committee at this meeting.

2.2.1 Policy & Resources – April '19 to June '19

401 Policy & Resources	Actual	Budget	Variance
Gross Expenditure	£132,288	£136,262	£3974
Income	£1019	£474	£545
Net	£131,269	£135,788	£4,519

420 CIL	Actual	Budget	Variance
Gross Expenditure	£14,283	£16,615	£2332
Income	£14,283	£33,230	£18,947

Net	£0	£16,615	£16,615
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2.2.2 Community Infrastructure Levy (CIL) – We received the Q2 CIL from Wiltshire Council in July £37,201.89 including contributions from Court Mills 2of3, Elmhurst 2of3, Bradley Rd 1of3, Rear 28 Roundstone St, Union House and St George’s Works. This brings the ‘19/20 total to £51,484.48 vs a whole year budget of £66,460. Q1 receipts have been allocated to the Park Storage Project. We have still not received payment for: 16/07198/FUL Bradford Rd Surgery; 17/09801/FUL 2 Westbourne Gardens; 17/10137/FUL 16 Arras Close; 18/04602 COSTA Bradley Rd; 17/09112/FUL Carpenter’s Arms. We will again ask WC for an update on these. This brings the worse than budget figure of **£16,615** to a better than budget figure of **£18,255** (phasing incorporated a nil budget for the Q2 as when the budget was set WC intended to make two payments a year, but is making quarterly payments).

2.2.3 Whole Council Summary 1st quarter 2019-2020 - April ‘19 to June ‘19

The 1st Quarter Summary for the whole council is attached as Appendix A.

Cultural Services	£792 better than budget
Leisure and Information Services	£7,082 better budget
Policy & Resources	£4,519 better than budget
CIL	£16,615 worse than budget
Neighbourhood Services	£24,684 better than budget
Venue Services	£15,421 better budget
Facilities	£6,519 better budget
Overall this is	£42,402 better than budget

2.3 Park Storage Project – Following an email on 19th July from Cllr Kirk for a comparison between existing rented storage costs and the new storage unit, I sent the following email response:

At the Policy & Resources Committee meeting held on 1st May 2018 the following was included in the Report to Committee:

4.5 St George’s Works (AGENDA ITEM 7) – The council previously rented storage in St George’s Works at an annual cost of £15,000 including rent and rates. TC Sports received planning permission in December for redevelopment to provide 30 residential apartments, including parking, bin and cycle storage. Gaiger Bros will undertake the development. The application also includes a new town council storage facility and new access gates to the storage area and Park from the Post Office Access Road, which will also act as the construction access for part of the St George’s Works redevelopment. (See attached drawing). Alternative storage arrangements are now in place during construction. The Town Council is party to the S106 agreement and has engaged professional support for the project. The Town Council is now required to arrange for the preliminary works to be undertaken to open up the new entrance, demolish the existing buildings, make good the ground ready for construction and move fencing.

RECOMMENDATION: That the committee approves the redevelopment of the area to the rear of the Bandstand, creation of a new entrance to the Park, landscaping of the Park in front of St George’s Works and construction of a new storage facility in accordance with planning permission 16/12263/FUL.

Full Council will be asked to confirm that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George’s Works. The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

The minutes record as follows:

2969 ST GEORGE’S WORKS (Report item 4.5) (copy plan attached)

Councillors asked about the arrangements for pedestrian access from the site to the Park.

RESOLVED: That the committee approves the redevelopment of the area to the rear of the Bandstand, creation of a new entrance to the Park, landscaping of the Park in front of St George's Works and construction of a new storage facility in accordance with planning permission 16/12263/FUL.

The minutes of the Full Council of 15th May 2018 record the following:

3129 PARK STORAGE PROJECT – BORROWING APPROVAL

RESOLVED to approve: That the Council seeks borrowing approval of up to £300,000 from MHCLG for the Park Storage Project.

The cost of the storage facility at St George's Works was a rent of £12,000 per annum and Business Rates of £2889.20 in 2017/18. The loan was taken on 26th March 2019 for £300,000 at a fixed interest rate of 2.43% which generates an annual repayment of £14,142.02 for 30 years.

Business Rates have not been charged on non-business activity buildings in the Park in the past, including the previous mixture of storage facilities behind the bandstand and under the current rules we do not anticipate that Non-Domestic Rates will be charged on the new storage unit as it is incidental to the Park.

If this remains the case then the comparable totals are: £14,889.20 and £14,142.02 which means an annual saving of £747.18 which over 30 years is £22,415.40

If we then apply inflation of 2% per annum to both the rent that would have been charged for St Georges Works and to the business rates then the total payable over 30 years would be:

Rent	£486,816.95
Rates	£117,209.29
TOTAL	£604,026.24
LOAN	(£424,260.60)
SAVING	£179,765.64

Even if the Rates are charged on the new building at the same rate as they were for the St George's Works rented storage unit then there remains a saving calculated as follows:

LOAN	(£424,260.60)
RATES	(£117,209.29)
TOTAL	£541,469.89
SAVING	£62,556.35

With regards to your assertions. I hope that the above demonstrates that as well as making a financial saving for the Council Tax payers the Council is investing in a modern facility which serves a purpose and will continue to do so for many years to come.

In addition I can confirm that the area taken up by the new facility will be no greater than the area previously allocated for storage, so it will not remove any area from the Park. The temporary storage compound is only temporary and will not be required once the new facility is complete.

The building has an asset value because the council will continue to use it for the purpose that it is designed and will cost less than the alternatives.

Whilst you assert that the cost of commercial rented space will be static or fall, this is not predicted with certainty, hence the use of a 2% inflation rate in my estimates, which is lower than the inflation rate we have experienced for this type of facility.

I think the Council can be certain that the Park will need to provide storage for the foreseeable future, but it is for the Council to assess this.

Any allowance for maintenance would be within the projected savings shown above.

2.4 RISK & AUDIT (AGENDA ITEM 13) – to note the notes of the Risk & Audit Panel meeting held on Tuesday 27th August 2019. (copy to follow).

2.5 Human Resources. The Staff held a staff together day on Monday 2nd September including some team building activities and preparation for our Investors In People assessment later in the month.

2.5.1 New Starters -

Leisure Services:

- Sam Fuller (15hrs) started as a Sports Coach on 1st September replacing Imy Davis (25hrs)
- Matthew Abreu (30hrs), started as a Sports Coach on 1st August replacing Connor Stevens (37hrs)
- Stacy Curtis (30hrs) started on 1st August as an Apprentice Sports Coach (new post)
- Edward Cooke (30hrs) started on 1st September as an Apprentice Sports Coach (new post)
- Niamh Kyte (30hrs - currently work experience) Facilities Support Admin Apprentice on 1st August

Resources & Venues:

- Chloe Holtom (37hrs) Event & Conferencing Assistant 1st August replacing Imogen La Trobe
- Sharon Bull (37hrs) started on 1st July as Event Bookings & Admin officer replacing Karen Reeves
- Varsha Patel-Rickett (30hrs) started as Finance Assistant on 1st August

2.5.2 Leavers

Leisure Services:

- Imy Davis, Sports Coach left on 21st June
- Harrison Amor, Sports Coach left on 19th August
- Connor Stevens, Sports Coach left on 31st August

Resources & Venues:

- Devon Oldknow, Civic Supervisor left on 29th July
- Elaine Perry, Admin Officer left on 31st August early retirement.

2.5.3 Changes

Leisure Services:

- Martha Drane, Sports Coach, increased from 30 to 35 hours per week as of 1st August

Resources & Venues:

- Imogen La Trobe was promoted from Assistant to Civic Supervisor from 1st August

2.6 TRAINING (AGENDA ITEM 11)

2.6.1 Community Governance Course

The higher education qualification (up to level 6) tailored specifically for Clerks and senior officers in the Local Council Sector is the Community Governance Course, administered by the Society of Local Council Clerks and DeMontfort University. The Town Clerk and Head of Service Leisure and Facilities have both completed level 5. It would be of significant advantage to the council for the Head of Service Venues and Resources to undertake the course. One of the main advantages is the practical implementation of learning in the workplace to improve staff and project management. The cost of the course can be spread over a number of years and the speed of completion is flexible between three and six years.

RECOMMENDATION: That the Head of Service Venues and Resources should enrol for the Community Governance Course.

3. SERVICES

Heads of Services make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhood Services, (responsible for overseeing the Museum and Neighbourhood Services). Our Neighbourhoods Team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

Full updates will be presented in reports to committee on 24th September 2019.

3.1.1 MUSEUM - Staff and operations temporarily relocated to the Civic during the project.

3.1.2 NEIGHBOURHOODS – New street sweeping service is due to commence in September following receipt of the machine and training. Our aim is to provide a concentrated improvement service with the street sweeper and other members of the team undertaking weed removal and other activities in each area.

3.2 VENUE SERVICES – **Delegated to Juliet Weimar, Head of Service: Resources & Venues, (responsible for overseeing The Civic and Longfield Community Centre).** The Civic Board is responsible for overseeing commercial operation of The Civic. The Board meets next on 27th August 2019.

3.2.1 Longfield Community Centre – Planning permission has been granted for the use of part of the Centre by the DVSA the lease is now being finalised for autumn commencement.

3.3 LEISURE & INFORMATION SERVICES – **Delegated to Hayley Bell, Head of Service: Leisure & Facilities, (responsible for overseeing Active Trowbridge, Information Services and Facilities).** Full updates will be presented in reports to committee at their next meeting 27th August.

3.3.1 Active Trowbridge – the Active Festival in the Park on Saturday 13th July was again well attended and very successful.

3.3.2 COUNCILLORS' EMAILS (AGENDA ITEM 12) – following issues with electronic shared calendar invitations, to reduce the potential of a claim for a data breach and to facilitate the handling of FOI requests we have reconsidered the option of providing councillors with town council email addresses. The Facilities Manager has received a quote from our IT contractors, Oakford, to provide councillors with x.x@trowbridge.gov.uk email accounts, in the sum of £1003.20 + VAT per annum. Please note that this will not require councillors to have any additional electronic devices. The Risk & Audit Panel considered this issue and agrees with the recommendation.

RECOMMENDATION: That Trowbridge Town Council should provide all councillors with an X.X@trowbridge.gov.uk email address at a cost of £1003.20 + VAT per annum as quoted by our IT supplier Oakford.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

The HLF has made a grant of £1,172,500 towards the £2.5million project. The Friends of Trowbridge Museum have contributed £150,000 to the project so far, and the Town Council has borrowed £450,000 towards the project, with a further £450,000 due to be borrowed in 2019/20. The Museum is closed. E W Beard commenced construction work in June. The new Museum, expanded to cover two floors, with a new lift shaft is due to open in 2020.

4.2 Sports Pitches Projects – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:

a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.

b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

4.2.1 Doric Park – We are progressing the development of land at Doric Park to provide an all-weather 3G pitch, car-parking, changing rooms, education facilities and a gym. The cost of the development will be around £2million. We anticipate a requirement to secure borrowing of around £1million with other funding being available from S106 (£600,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. Framework consultants RLF and QMP are detailing proposals and we have engaged Carter Jonas as our agents. We met with the Rugby Club Board on 18th June to consider the proposal and agree access and land transfers prior to submitting a planning application. Detailed reports are now being prepared for the planning application including ecology.

4.2.2 Grass Pitch Development - Ashton Park - Following consultation by WC with West Ashton and North Bradley PCs about proposed sports pitches, changing accommodation and car-park at Ashton Park we are now progressing discussions with Persimmon. Whilst both parishes are involved in negotiations they are happy to let TTC lead and make a decision on which organisation will take ownership, all are agreed that we should seek to avoid a Management Company taking on this role, as this has been contentious at Castle Mead. The facility is due to be provided on the west side of the West Ashton Road by the developer including changing rooms and car-parking.

4.2.3 Paxcroft Mead Cricket Ground – When the surgery extension was built at Seymour on the field previously used by Trowbridge Cricket Club, a contribution towards alternative cricket facilities was made through a S106 agreement. Following a number of alternative schemes not reaching fruition the proposal is now to improve the Cricket area at Paxcroft Mead, situated between the community centre and the Mead School. Wiltshire Council is not prepared to consider an asset transfer to the town council therefore Wiltshire Council will need to be persuaded to work directly with the Cricket Club to deliver a solution.

4.2.4 Woodmarsh – We have now invoiced Wiltshire Council for £18,644 for the S106 sports pitch contribution from Newland Homes' Bradley Road development. This will be managed by the town council for release to Trowbridge Town Football Club to fund their improvement and development programme. John Pennell is the Chairman of the Club and Martin Sandford is the Project Manager.

4.2.5 Trowbridge Bowls Club – discussions regarding a new lease are still ongoing.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

5.1 Council Meeting Dates - Council and committee meetings for the next few months are:

Tuesday 3 rd September	Policy & Resources (19:00)
Tuesday 10 th September	Town Development (19:00)
Tuesday 17 th September	Full Council (19:00)
Tuesday 24 th September	Museum (18:00)
Tuesday 24 th September	Neighbourhood Services (19:00)
Tuesday 1 st October	Town Development (19:00)
Tuesday 8 th October	NO MEETING
Tuesday 15 th October	Neighbourhood Plan (19:00)
Tuesday 22 nd October	Town Development (19:00)
Tuesday 5 th November	Policy & Resources (19:00)

5.2 Dates for your diary:

Carnival Country Fayre – Saturday 7th September 2019

Weavers Market – 14th September and 12th October

Heritage Open Days – 14th September

Apple Festival – 12th October

Christmas Light Switch On – Saturday 30th November 2019

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. A successful 30th Anniversary of twinning was celebrated 18th–22nd July with 32 visitors from Leer representing the twinning association and Stadt Leer. Guests enjoyed a Dinner/Disco at The Civic, a BBQ and the Civic Service. A new website has been set up www.tlta.co.uk

5.3.2 Charenton-le-Pont on the outskirts of Paris, France.

5.3.3 Elblag in Poland (with the other four towns in West Wiltshire).

5.3.4 Oujda in Morocco.

5.4 Council Vacancies – at a Bye-election on 22nd August Cllr. Chris Hoar was elected to serve Central Ward. Adjustments to committee places will be undertaken at full council on 17th September. In order to accommodate a balance of political representation on the committees three committee places for Conservative Group members will need to be replaced by three Liberal Democrat Group members.

6. TOWN DEVELOPMENT – Committee meets 10th Sept, and 1st and 22nd October 2019. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation and licensing.

6.1 Development Sites

6.1.1 Commercial/Mixed-use sites

Bowers – www.innoxmills.co.uk are due to hold a public consultation into their proposals for a residential led mixed-use development in November. The town council supports at least 300 houses on this site. The owner met with the Town Clerk and councillors in July.

County Hall East – Wiltshire Council have made a mixed use outline application including the new health facilities to replace the hospital and new leisure facilities as well as 54 apartments (also see 8.1.3 below)

6.1.2 Housing Sites – Some were delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Woods. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018, S106 agreement being negotiated.

Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access, the Local Equipped Area of Play (LEAP) at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

B1. Under Construction

Court Mills – [18/03020/FUL](#) Conversion to 7 town houses overlooking the Town Park.

St George's Works – 30 apartments [18/02924/VAR](#) overlooking the Town Park (see 4.5 above).

Bradley Road – Former District Council site [Newland Homes](#) permission [17/05669/FUL](#) for 79 homes.

Former Margaret Stancomb School – Selwood Housing application [18/10554/FUL](#) to provide 21 new residential properties including 3 in the converted school building.

B2. Permitted

White Horse Business Park - (North Bradley Parish) Application to convert offices to 104 new homes. **McDonogh Court** – [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

Clark's Mill – [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

United Church Buildings – 18/03338/FUL & [18/03856/LBC](#) for conversion into 26 apartments.

B3. Applications Submitted

Courtfield House – Ashford Homes [18/04656/FUL](#) conversion with a further 16 houses in the grounds.

B4. Potential

Ashton Street Centre – To be disposed of by WC should accommodate 70 dwellings.

Hospital – Promoted in the 'One Public Estate' bid by WC and partners for up to 200 houses:

Homefield House – Conversion to 18 residential apartments.

Manvers House – Is being promoted by owners WC for potential residential conversion to 18 homes. <https://www.onthemarket.com/details/7316989/>

C. Promoted by Wiltshire Council in the Housing Site Allocations Plan (HSAP):

C1. Supported by the Town Council

Elm Grove Farm (SHELAA 613/248 & WHSAP H2.1) – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane and west of the railway line with a view to bringing the site forward to provide 250 houses and new football pitches. An application is expected soon. The North Bradley Consultation Draft Neighbourhood Plan supports this site.

Church Lane (SHELAA 1021 & WHSAP H2.4) – Accessed directly off Frome Road, is wholly within the town boundary; 45 houses now subject to an access only outline application [18/10035/OUT](#).

Spring Meadows (SHELAA 3260 & WHSAP H2.5) – Accessed off Frome Rd is inside the town boundary; 45 houses – Newland Homes have an interest.



C2. Opposed by the Town Council (contrary to the Core Strategy, 'maintain open countryside')

Land off A363 White Horse Business Park, E. of Woodmarsh (SHELAA 298 & WHSAP H2.2) – Located wholly in North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan Consultation Draft supports the allocation of part of this site (see 6.2.2 below)

South West of Elizabeth Way 'Hilperton Gap' (SHELAA 263/297 & WHSAP H2.3) - Almost wholly within Hilperton Parish. [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way. The WHSAP has increased the site to potentially accommodate 355 houses including parcels owned by Wiltshire Council and interest from Barratt Homes and Persimmon. This site is supported by the Hilperton Neighbourhood Plan, but the Plan did not fully consider other sites closer to the village.

Southwick Court (SHELAA 3565 & WHSAP H2.6) – Located in Southwick & North Bradley Parishes. Savills on behalf of Waddeton Park are promoting development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ indicating access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan Consultation Draft indicates acceptance of the small part which is in North Bradley.

D. Sites Discounted by Wiltshire Council

Land South of Green Lane, Castle Mead Extension (SHELAA 256) – Persimmon [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Trowbridge Bat Mitigation Strategy (TBMS) indicates that this site cannot proceed in the foreseeable future.

Ashton Road - (Steeple Ashton Parish) [Taylor Wimpey](#) 200 homes north of Green Lane Wood [16/04468/OUT](#) refused. The TBMS indicates that this site cannot proceed in the foreseeable future.

Biss Farm (currently an employment allocation) - [17/09961/OUT](#) 267 houses, primary school, pub and care-home by Persimmon between Leap Gate & West Ashton Rd. The Town Council supports this application and the allocation of this site.

6.2 Wiltshire Housing Sites Allocation Plan (WHSAP) – Planning Inspector, Steven Lee held the [Examination in Public](#) in the Civic Centre from 2nd to 18th April, The Town Clerk presented the Town Council's position as indicated above in 6.1. The inspector issued a preliminary statement indicating that all of the proposed sites around Trowbridge could go forward, but that Wiltshire Council would need to prepare more detailed site specific policies for each site. The Inspector's full report is due in late 2019.

6.3 Wiltshire Core Strategy Review – Meetings were held on 16th July and 22nd July to discuss next steps. The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the North West and West of the town will be required, potentially removing Greenbelt status from some areas close to the town for future housing development. The Clerk and Cllr Hill will be attending a session in Marlborough on 18th September.

6.4 Neighbourhood Plans

6.4.1 Trowbridge – The Steering Group has reviewed the Scoping Report which is in the process of being edited and the initial consultation results and The Masterplan. Further work will be considered when Wiltshire Council recommences work on the review of the Local Plan.

6.4.2 NORTH BRADLEY (AGENDA ITEM 17) – The North Bradley Plan is now out for final consultation. Wiltshire Council will be coordinating a public consultation on this document



between Monday 5 August 2019 and Tuesday 17 September 2019. The North Bradley Neighbourhood Development Plan submission can be viewed and commented on from the Wiltshire Council consultation portal.

http://consult.wiltshire.gov.uk/portal/spatial_planning/np/north_bradley_neighbourhood_development_plan_1/north_bradley_neighbourhood_development_plan

RECOMMENDATION: That Trowbridge Town Council is extremely disappointed that in accepting the allocation sites proposed in the Housing Sites Allocation Plan another of our neighbouring parish councils has acceded to pressure from Wiltshire Council to allocate development in that part of the gap between the village and the town to areas closer to the town, when it is clear that modest extensions to the village itself would have been preferable to the parishioners, would ensure that a landscape gap was retained into the long term future and would still have been in compliance with Policy.

6.4.3 Hilpertown, Holt and Bradford on Avon – Are all ‘Made’ by Wiltshire Council and now form part of the WC Local Development Plan and the policies given full weight when assessing planning applications that affect land in the areas.

6.4.4 West Ashton – Awaiting confirmation from WC before they can progress to Regulation 14 consultation and referendum.

6.4.5 Southwick has been designated as a Neighbourhood Plan area.

6.4.6 Staverton, Steeple Ashton and Wingfield have not commenced the process.

6.5 Trees – Cllr Hill is undertaking some research into NALCs Tree Charter to see how it could be adopted for Trowbridge. We have also identified the area along County Way for the potential planting of some additional trees.

6.6 Air Pollution – Following questions from the public we have sought information from Wiltshire Council regarding monitoring. It was apparent that there were no monitoring sites in Trowbridge but the latest information is that one site has been set up on West Ashton Road close to the lower entrance to Clarendon Avenue and that Market Street has been added to the list of potential sites for 2020.

6.7 Future High Streets Fund – The Government received 300 submissions for its £670million fund for towns to transform town centres. WC made three bids including for Trowbridge, Chippenham and Salisbury, the first fifty successful first round bids were announced in July and we were not successful, but a further announcement was made at the end of August and Trowbridge (and Salisbury) have both been invited to make full bids. We anticipate that the bid will be for around £7million.

6.7.1 High Streets Heritage Action Zones – The town council has made a bid of around £2million, supported by Wiltshire Council and Trowbridge Town Hall. We should know the outcome in September.

7. TROWBRIDGE PARTNERSHIPS - The Council Strategy says:

Building partnerships to ensure that others are also investing in our town.

7.1 Transforming Trowbridge - is being dissolved and a resolution was passed at the Policy & Resources meeting on 5th March that the Town Council’s share be returned to General Reserves.

7.2 Trowbridge Town Team – Sadly, David Baker, the founder of GOFISH passed away recently, his wife Pat Baker, has decided to continue the programme. The Town Council is the accountable



body for TTT which concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme.

7.3 Trowbridge Community Area Future (TCAF) – Works with partners to address priorities in the Joint Strategic Assessment most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF receives a grant from the council, utilises the Cabin at Seymour and operates the Shires Community Hub. Councillors wishing to use the Hub for surgeries should contact tcaf@trowbridge.gov.uk

7.4. Wiltshire Community Foundation (WCF) - manages the Cock Hill Solar Community Fund with grants from a £15k/annum fund. They would be very grateful to receive applications from groups in the Trowbridge area. Recent grants have been made to TCAF, HELP Counselling and North Bradley Computer Club. We are also looking to work with WCF on a project to support the deprived neighbourhoods in conjunction with TCAF and other funders.

7.5 Chamber of Commerce – Councillor Kirk is President of Trowbridge Chamber.

7.6 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point. We are also now assisting with reading and additional volunteers would be welcome.

7.7 Selwood Housing - the main social housing provider in Trowbridge, is selling the shops and flats at Manor Road Trowbridge, and at 78 Charles Street.

7.8 Trowbridge Town Hall Trust – David Lockwood is Director of Trowbridge Town Hall Arts, working for the Trust. The Trust is introducing a new membership scheme and new trustee appointment arrangements. David has already held an open meeting for the public to express their views.

7.9 Trowbridge Weavers Market – The first market was successfully held on Saturday 13th July in conjunction with the Active Festival in the Park, further dates have been confirmed as 10th August, 14th September and 12th October.

8. WILTSHIRE

8.1 Wiltshire Council – A meeting has been arranged with the new Leader Cllr. Philip Whitehead and Deputy Leader Cllr. Richard Clewer on Thursday 12th September at 11:30am in the Leader's office at County Hall. The town Clerk and up to four councillors may attend and the committee should confirm which councillors these should be.

8.1.1 Trowbridge Area Board – Cllr Kirk is the new Chairman. Also includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. Met on 25th July, next meetings are 19th September and 7th November 18:30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager is Liam.Cripps@wiltshire.gov.uk.

8.1.2 Local Youth Network – The LYN Management Group considers grant applications from Youth organisations and makes recommendations to the Area Board, Councillor Palmen is the representative.

8.1.3 CATG – The Community Area Transport Group considers highway safety improvements with a delegated budget, parish and town councils contribute 33% for approved schemes. Councillors and members of the public can submit requests for consideration which also need to be approved by the town council. The Town Clerk can provide the necessary forms. The next meeting is on 10th October.

8.1.4 Waiting Restrictions – Wiltshire Council has now published proposals based on the requests compiled since 2011 and has provided reasons why some such requests are not being progressed. Following consultation a number of objections were received and therefore the decision will be for the cabinet member, taking into account the different reasons. WC are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

8.1.5 Castle Place Multi-Storey Car Park – WC has now resolved to pursue the sale of the multi-storey car-park to the owners of Castle Place (APAM). If this proceeds, the current restrictive covenant on charging would be nullified. The new owners are likely to wish to redevelop the site in the longer term, with the retention of parking for their customers at Castle Place and St Stephen's Place. The town council decided not to pursue the transfer or purchase of the car park, as the town council would still need to abide by the restrictive covenant and does not have the resources to fund maintenance and repair.

8.1.6 Service Delegation & Asset Transfer (SDAT) – Wiltshire Council have revised their programme and they wish to commence discussions with Trowbridge in May 2020. In addition to play areas, the Town Park, allotments, closed churchyards, bus shelters and grit bins already transferred, the council may consider taking over recreation grounds; Stallards, Seymour, Elm Grove and Paxcroft Cricket Pitch (see 4.2.4 above) and open space (including Paxcroft Brook). These have been factored in to the long-term financial plan. The Town Council would also be interested in delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services. Wiltshire Council has indicated that it is only prepared to undertake any further transfers on an all or nothing basis. So the town council will need to consider carefully if it is prepared to take on all of the other grounds maintenance activities and the substantial costs associated with them. This is likely to result in a significant increase in the Town Council's Council Tax, as has been the case in Salisbury and Chippenham.

8.1.7 Street Cleaning - WC undertakes the statutory minimum utilising a barrow operative and sweeper, there is no value available to the town council to take on these activities, so the town council is securing resources to improve the outer areas and undertake activities not deemed necessary by WC. This approach will be coordinated by the town council to ensure reports are being made on the WC App and town centre resources applied to priorities. The council has purchased a weed-ripper and is leasing a drive-on street sweeper from HAKO Machines which should be operational in September.

8.1.8 Bus Shelters – The Town Council has now taken responsibility for all bus shelters in the town.

8.1.9 Litter Bins – The Town Council will consider the costs of emptying litter bins and providing additional bins over and above those provided by WC, once our street sweeping is operational. We will be assessing the benefits of concentrating the Wiltshire Council efforts in the town centre and looking at the outer areas for additional investment.

8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs. A range of services including clinics, birthing centre and minor injuries are provided at the Hospital. It is currently proposed that these services will transfer to Bythesea Road when County Hall East site is redeveloped. There are two GP practices in Trowbridge;

Lovemead Group Practice, based at Roundstone Surgery <https://www.roundstonesurgery.co.uk/> and

Trowbridge Health Centre at Seymour and Wingfield Rd branch <http://www.trowbridgehealthcentre.com/>

Dr Stephen Locke and Dr Lucy Thompson of the Primary Care Network will give a brief presentation at the next Full Council meeting on 17th September 2019.

8.2.1 Maternity Care – The CCG have not yet made a final decision on the future of maternity services.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk The next Local Performance and Scrutiny Committee meeting will be held in Devizes on 4th September at 10:00am.

8.4 Wiltshire Police – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) including details of charges and crimes reported.

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both.

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – Is now a separately constituted business, as required by government.

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – The last meeting was held in Warminster on 3rd October.

8.9 Wiltshire Super Councils Network – A recent meeting was held in Salisbury; Trowbridge were unable to attend.

8.10 Society of Local Council Clerks (SLCC) – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Town Clerk is a Director of SLCC. The next Wiltshire Branch meeting is in Haydon Wick on Friday 20th September. The Clerk will be attending the National Conference in Hinckley on 1st/2nd/3rd October.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, July, September and November.

Lance Allan, Town Clerk
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September 2019 Report

Trowbridge Town Council

Working with the Community

#DiscoverTROWBRIDGE
www.trowbridge.gov.uk

<https://thecivictrowbridge.co.uk/>
www.trowbridgemuseum.co.uk



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Trowbridge Town Council

Working with the Community

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Appendix A.

Management Accounts 2019-2020						Quarter 1 - April/May/June				Trowbridge Town Council	
										Working with the Community	
						Reserves					
						01/04/19	to	from	balance	Notes	
		Q1 actual	YTD budget	variance	Yr budget						
Museum	101	exp	32837	34628	1791	136062					
		inc	1158	1548	-390	6200					
		net	31679	33080	✓	1401					
Museum	102	exp	44676	190555	145879	1785597					
PROJECT		inc	44676	190555	-145879	1785597	37663	0	-11016	26647	Underspend loan repayment
		net	0	0	✓	0	483285	0	0	483285	Loan and grant balance
Grants	104	exp	6359	5750	-609	23000					
PROJECT		inc	0	0	0	0					
		net	6359	5750	✓	-609					0
MUSEUM			38038	38830	✓	792					
Leisure	203	exp	10000	10000	0	10000					
GRANTS		inc	0	0	0	0					
		net	10000	10000	✓	0					
Leisure	265	exp	133238	138814	5576	546582					
		inc	77341	83479	-6138	359452					
		net	55897	55335	✓	-562					
Tennis	267	exp	51295	935	-50360	2840					
		inc	51940	1669	50271	5840					
		net	-645	-734	✓	-89					-3000
Information	269	exp	40017	47079	7062	193372					
Services		inc	10591	9004	1587	44767					
		net	29426	38075	✓	8649					148605
Doric Park	270	exp	2011	0	2011	1300000					
		inc	1665	0	1665	1300000					
		net	346	0	✓	-346					0
Woodmarsh	271	exp	2619	2619	0	10475					
		inc	2310	2307	0	9229					
		net	309	312	✓	3					1246
Studley Green	272	exp	793	347	-447	1386					
		inc	972	1098	-126	4391					
		net	-179	-751	✓	-572					-3005
LEISURE			95154	102237	✓	7083					340976
Democratic	401	exp	73350	74706	1356	311323					
		inc	0	0	0	0					
		net	73350	74706	✓	1356					311323
Mayor	402	exp	1360	2675	1315	16300					
		inc	29	0	29	4500					
		net	1331	2675	✓	1344					11800
Grants	403	exp	19000	19000	0	19000					
		inc	0	0	0	0					
		net	19000	19000	✓	0					19000
Resources	410	exp	38578	39881	1303	160846					
		inc	990	474	516	1900					
		net	37588	39407	✓	1819					158946
P&R			131269	135788	✓	4519					501069
CIL	420	exp	14283	16615	2332	66460					
		inc	14283	33230	-18947	66460					
		net	0	-16615	✓	-16615					0
P&R			0	-16615	✓	-16615					0



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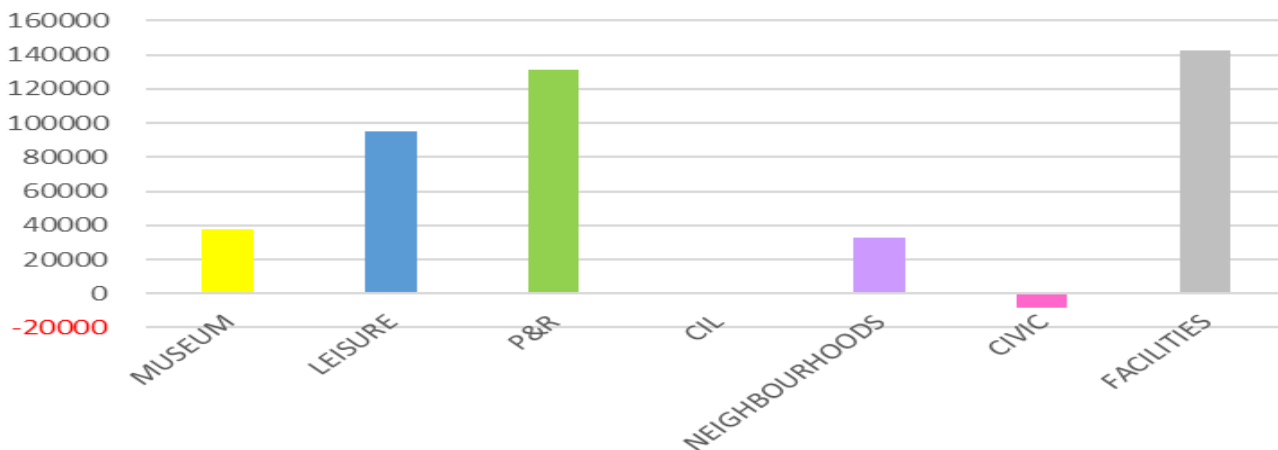
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CATG Project	504	exp	2506	5000	2494	20000				
		inc	0	0	0	0				
		net	2506	5000	2494	20000	0	0		
Neighbourhoods	509	exp	17624	23202	5578	92813				
Recreational		inc	9422	15000	-5578	60000	28285	0	-5948	22337
		net	8202	8202	0	32813				
Neighbourhoods	518	exp	19520	36799	17279	144813				
General		inc	0	63	-63	250				
		net	19520	36736	17216	144563				
Closed	521	exp	415	1250	835	5000				
Churchyards		inc	0	0	0	0				
		net	415	1250	835	5000				
Town Park	524	exp	6612	10157	3545	40638				
		inc	1689	1593	96	6372				
		net	4923	8564	3641	34266				
Allotments	525	exp	-230	419	649	1672				
		inc	2348	2499	-151	1000				
		net	-2578	-2080	498	672				
Neighbourhoods			32988	57672	24684	237314				
Venue	602	exp	84279	92119	7840	465609				
		inc	94150	86571	7579	420610				
		net	-9871	5548	15419	44999				
Longfield	612	exp	9157	11117	1960	32225				
		inc	7327	9285	-1958	37142				
		net	1830	1832	2	-4917				
CIVIC BOARD			-8041	7380	15421	40082				
Building	701	exp	109465	110424	3959	446504				
		inc	0	0	0	0				
		net	109465	110424	959	446504	0	3000	0	3000
Museum	705	exp	7010	9147	2137	34730				
Building		inc	0	0	0	0				
		net	7010	9147	2137	34730				
Facilities	718	exp	32008	36813	4805	147252				
General		inc	5551	6933	1382	27737				
		net	26457	29880	3423	119515	276913	14283	0	291196
Facilities			142932	149451	6519	600749				
TOTAL			432340	474743	42403	1873052				

2019-2020 Q1 Net Expenditure



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